## How to Change a Password on a UC Berkeley BFS eBill Account Step by Step Guide for Non-Student Customers

## **Overview:**

This document provides existing users with a step-by-step guide for changing the eBill password.

If you do not have an eBill account established, go to <u>http://ebill.berkeley.edu</u> to request access. Click on New User? Sign up Now! P located below the Login to eBill button. Please allow 3-5 business days for account activation.

Follow the steps below to change your eBill password.

- 1) Go to http://ebill.berkeley.edu/
- 2) Click Login to eBill button
- 3) Enter your User ID
  - (User ID = the contact email address provided when access to eBill was requested)
- 4) Enter your Password
- 5) Click the Change Password button



- 6) In the **New Password** box, enter the *new password* you would like to change to. Passwords must follow these rules:
  - Be at least eight characters
  - Have at least one upper case character
  - Have at least one lower case character
  - Have at least one number
  - Have at least one punctuation/special character (e.g. ~,!,@,#,\$,%,^,&,\*)
  - Cannot contain spaces
- 7) In the **Confirm Password** box, enter the *new password* again.

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Berkeley Financial System (BFS)

User ID:	oskibear@berkeley.edu		Password Rules	
Password:	*******			
	Sign On		Change Password	
New Password: Confirm Password:		*******		
		*******		
		Submit		

8) Click the **Submit** button. A confirmation will appear showing the password was successfully changed.



Berkeley Financial System (BFS)

Customer Signon						
(User ID/password are case sensitive)						
User ID:						
Password:			Password Rules			
	Sign On	Change Password				

Password successfully changed; signon with user ID and new password

9) Sign in with your User ID and *new* password.